

ROU Brief - 8/16/95

For: AVP/RM/RBM/ROM/CAM/RMM

FSC-137-A

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➡ Changes in Volume Historical Reporting and Business Information System

In an effort to centralize Volume Reporting, streamline data, and reduce paper waste several changes have been made to the Volume Historical Reporting and the Business Information portion of SIS. They are as follows:

- Effective August 19, 1995, several reports currently available in the Historical Report Selection Menu - 15 Volume Historical Reporting will be now available in Business Information - RJR Volume / Net \$ Inquiries. Reports will be accessed from the option: "Select From Available Volume Histories Reports" on the Report Description screen. The reports are:
 - 154 - Weekly Report of Domestic Sales
 - 155 - Weekly Sales Results
 - 156 - Monthly Report of Domestic Sales

Users will have the flexibility to select any Brand / Category selection(s) currently available in Business Information. Data will now reflect account shifts and brand/category shifts for current as well as historical time periods. Reports will be available both on-line and print report (via the PF9 key).

The reports will be available in both Historical Volume Reporting and Business Information for short period of time in order for users to become familiar with the new reports. **Effective September 1, 1995, the reports will be removed from the Historical Volume Reporting. At that time, all forced distribution and scheduling of these reports will be eliminated.**

This means that none of the above reports will automatically be sent to any user. **Users must request the reports through Business Information.** Scheduling issues will be looked at in the near future; however, no decision has been made at this time to re-institute scheduling for these reports.

- Over the past year, the entire Volume Reporting system has been in the process of being redesigned to function more efficiently while providing users with additional capabilities and quicker response time. The first phase of this process was the design and implementation of the RJR Volume / Net \$ Inquiries. This provided users additional flexibility and access to data and time periods that were previously unavailable on-line. The second phase was to redesign the Internal Processes and file structures so that the system could process more efficiently and provide quicker response time. A part of this phase was the evaluation of data / functions currently available and the elimination of redundant data. After reviewing the current on-line capabilities and the RJR - Print Reports, it was determined that the data in RJR - Print Reports is available and easily accessible in the RJR Volume / Net \$ Inquiries. Usage of the RJR - Print Reports appears to have declined and at most, the reports are used on an occasional basis by the majority of users. **Therefore, effective September 1, 1995, the RJR - Print Reports function will be removed from the Business Information System.** While it is realized that this may be an inconvenience for some users, this step was necessary to centralize the Volume Reporting, streamline Business Information, and reduce system maintenance.

Program Contact: Stephanie Fields, extension #7742

➡ Incorrect Item Number Fourth Quarter Workplan

Please make a change on page 3 (ROU Workplan Logistics-Savings Section) under POS support for program number 501391. The correct item number for the \$50 savings bond should be changed to **#492365**. It is listed as #489683 which was the third quarter savings bond.

Program Contact: Sharon Reid, extension #2584

➔ **BPE Updates**

Revised "BPE Function Summary Cards" dated 7/95 will be mailed to your ROUs this week. Please destroy your old version and begin using the new yellow card immediately.

Functions V10, V20, V51, V52, V55 & V56 now contain a field for entering a VAP account number if you do not choose to scroll through screens. Simply type in the starting VAP account number. Your selection will appear at the top of the list. Type an "X" to select the template.

Functions V52 & V56 will now allow you to make "multiple deletes" on a screen.

Program Contacts: Sharon Reid, extension #2584
Steven O'Leary, extension #3466

➔ **SMS Order Status Report**

A new report, 261-Order Status Report (see attached), is available to review the status of SMS orders. Flexibility has been provided to select orders based on the ordering or receiving area/region/division/territory sales level and to select shipped or open orders based on the time period you want to review. You also may select orders for a specific item, account, territory, division or employee ID. During the next couple weeks, please use this report to assist with maintenance of orders impacted by the realignment. For example, if a territory has closed, you can list all orders for this territory and determine how to handle the order.

Program Contacts: Charlotte Vogler, extension #6690
Vivian Fulk, extension #1762
Jason Humes, extension #0647

➔ **SELECT Distributor Brand Promotions**

As a reminder, all promotional 40¢ product for the June WINSTON SELECT Full Flavor 100 Box Distributor Promotion should be completed by September 1, 1995. (See FSC-66-A, dated 4/25/95, for details.)

All promotional 40¢ product for our September Distributor Programs should be completed by December 1, 1995. (See FSC-108-A, dated 6/29/95, for details.)

Program Contacts: Sales Area Manager of Operations
Dick Luongo, extension #8110

➔ **July SELECT 2-Pack Country Music Tape**

As a reminder, the July SELECT 2-pack Country Music Tape offer includes a tear pad sweepstakes offer. **Do not place any additional tear pads after August 31** due to the timing of the offer. All music tape offers should be placed by August 31 if possible to take advantage of the sweepstakes offer. Any offers placed after August 31 should not include the tear pads.

Program Contacts: Sales Area Manager of Operations
Dick Luongo, extension #6110

➔ **Best Practices - Direct Account RJR Promotional Schedule**

Attached is an RJR Promotional Schedule that was developed in the St. Louis Region to improve the efficiencies of our direct accounts with the packing, shipping and reporting of our various promotional programs. This schedule is updated and reviewed with each direct account on a monthly basis. Objective is to place the schedules in a highly visible location in the offices of the individuals that are responsible for handling our promotional programs in each warehouse. Hopefully, this will help keep our programs top of mind with these individuals.

For further information, contact St. Louis ROM Mark Hirsch (#65881). See excel chart FSC-137-A.xls.

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